

# PERFORMANCE RECOGNITION PROGRAM



## MANUEL CARBALLO GOVERNOR'S AWARD FOR EXCELLENCE IN PUBLIC SERVICE

### NOMINATION PACKAGE

#### Nomination Instructions:

1. Read "Award Overview" (on following page) prior to completing the nomination form.
2. Type or print legibly when completing the nomination form and make sure all sections of the form are completed. For group nominations please provide names and personal information for each group member.
3. When writing the nomination narrative (Section III), please respond to each area requested:
  - Elaborate in the area most applicable to nominee's accomplishment;
  - Describe specific incidents/examples which typify nominee's work effort and performance;
  - Quantify accomplishments (using facts and figures) wherever possible;
  - Describe what the nominee actually does in his/her job (do not assume that the reader understands the job; you may be underselling the nominee);
  - Include remarks/personal testimony of individuals or organizations regarding nominee or programs in which nominee participates;
  - Explain what makes this person an exceptional employee. Detail his/her contributions. Describe what makes this employee exemplary.
4. Attach any supporting materials or additional statements/letters of support for the nominee(s) (limit 5 attachments). The Governor's Carballo Selection Committee looks closely at supporting documentation and takes it into consideration when making their selections.
5. Attach the appropriate resume. For group nominations, please provide resume for **group leader only** (or 2-3 key members).
6. Review the final submission to be submitted to HRD; ensuring that the nomination is complete with resume(s) and any supporting documentation attached.
7. Obtain Agency Head signature on the nomination form to verify approval of the nomination.

8. All nominations must reach HRD by March 15, 2013 in order to be eligible for consideration.

Send original and 10 copies of the entire nomination packet to:

Nancy Daiute, Program Coordinator  
Human Resources Division  
One Ashburton Place, Room 301  
Boston, MA 02108

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in order to be eligible for consideration.**

# **MANUEL CARBALLO GOVERNOR'S AWARD FOR EXCELLENCE IN PUBLIC SERVICE**

## **AWARD OVERVIEW**

### **About the Award**

The Manuel Carballo Governor's Award for Excellence in Public Service, named in honor of the late Secretary of Human Services, is given annually to 10 employees or groups of employees who exemplify the highest standards of public service.

### **Eligibility**

Only those individuals and groups who are awarded the Commonwealth Citation for Outstanding Performance as part of the 2013 program are eligible to be nominated for the Carballo Award. Each agency may nominate one individual or group of employees for consideration.

### **Award Criteria**

The Selection Committee will use one or more of the following criteria in selecting an individual or group for the Manuel Carballo Governor's Award for Excellence in Public Service:

- Exceptional accomplishments;
- Exemplary leadership;
- Creativity and innovation;
- Achievement of significant improvements in productivity and/or costs savings in agency operations.

### **Selection Process**

Screening committees throughout the individual agencies will review all submissions within their own agency. Each agency will select a nomination to forward to the Human Resources Division (HRD) for consideration.

A Selection Committee which includes the Speaker of the House, the President of the Senate, and professionals from business, labor, community groups, academia and the media who are knowledgeable about Massachusetts state government will review the nominations and recommend to the Governor the names of no more than ten finalists who are most worthy of receiving the award.

It is expected that final candidate(s) for the Manuel Carballo Governor's Award for Excellence in Public Service be in full compliance, prior to selection, with all Local, State, and Federal tax obligations, and with any court ordered child support obligation. Accordingly, the Department of Revenue will be asked to determine whether the candidate has filed all applicable tax payments and court-ordered child support payments in a timely manner.

The Governor makes all final selection decisions.

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## Section I

Agency: \_\_\_\_\_

Name of Individual or Group: \_\_\_\_\_

Title: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ (required)\*

\* All nominees who are considered as a semi-finalist are required to undergo a background check.

Work Address: \_\_\_\_\_

Date of Entry into State Service: \_\_\_\_\_ Gender: M F

Ethnicity (circle one):    African-American    Asian-American    Caucasian    Hispanic  
                                         Native American                                           Other

Job Category (circle one):    Managerial                   Professional                   Administrative                   Clerical  
                                 Labor/Trades                   Public Safety                   Technical                   Educational                   HHS Direct Care

**IF THE NOMINEE IS A GROUP, PLEASE ATTACH A SEPARATE SHEET TO LIST GROUP MEMBER NAMES WITH ALL REQUIRED INFORMATION FOR EACH (INCLUDING SOCIAL SECURITY NUMBER, TITLE, GENDER AND JOB CATEGORY).**

**RESUMES ARE NOT REQUIRED FOR EACH GROUP MEMBER – ONLY THE GROUP LEADER(S).**

## Section II (to be completed by Agency PRP Coordinator)

*I certify that this nomination has been reviewed by the appropriate department personnel and that this nomination has been chosen as our department's final submission for the Manuel Carballo Governor's Award for Excellence in Public Service.*

Agency PRP Coordinator Signature: \_\_\_\_\_

Agency Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Section III**

To complete the nomination narrative, please respond to all areas in detail (Nominator should refer to the nomination instructions for more information). Please use as many sheets of paper as necessary to complete the narrative.

1. Please explain in detail the nominee's exceptional accomplishments.
2. Please explain how the nominee has demonstrated exemplary leadership, initiative or dedication.
3. Please explain how the nominee has demonstrated creativity and innovation.
4. Please explain how the nominee has achieved significant improvements in productivity and/or savings in agency operations.